

The Ideal Candidate

The ideal candidate should have a strong track record of success and proven executive leadership experience managing real property master planning; sustainability and maintenance of facilities used in a large governmental agency's operations; budget cycle implementation; and the development, use, and reuse of real property for the support of economic development initiatives by elected officials. Candidates should also have working knowledge of life-cycle asset management of real property, and investments in energy efficiency and environmental initiatives.

The candidate selected will be nimble and flexible in addressing new and complex issues in a dynamic environment. The candidate will work collaboratively and effectively with a diversity of other committed individuals including elected officials, state and federal counterparts, and members of the community.

Qualifying Education & Experience

Five years of highly-responsible administrative experience in a large and complex public or government agency dealing with real property construction and maintenance management of public buildings, facilities and other assets. One year of the qualifying experience must have included planning, organizing, directing and evaluating the work of diverse functional units within the agency, as well as the direction and administration of a variety of services, programs, and projects.

LICENSE: A valid California Class C driver license or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

Desirable Qualifications

- Executive leadership experience directing and managing the development of real property master planning; budget development and implementation; and the development, use, and reuse of real property in support of economic development initiatives.
- Demonstrated ability to direct sustainability efforts through adoption of best practices for maintenance and life-cycle management of real property and appropriate investments in energy efficiency and environmental initiatives.
- Demonstrated ability to manage technical and professional staff in the preparation and management of real property construction planning for projects and programs varying in size and complexity.
- Demonstrated ability to direct the overall management of technical and administrative staff preparing and implementing strategic asset management plan.
- Demonstrated knowledge of federal, state and county government organizations and functions in support of real property asset management.
- Experience working with elected officials, agencies, and other public and private agencies to develop constructive and cooperative working relationships.
- A bachelor's degree in Engineering, architecture, business administration, public administration, or a related field.
- Licensure as an engineer or architect.

Selection Process

Each candidate's background will be evaluated on the basis of information submitted at the time of application to determine the level and scope of the candidate's preparation for this position. The resume should include any additional information that the candidate wishes considered. Only the most qualified candidates, as determined by the screening process, will be invited to participate in the selection process. The names of the most highly qualified candidates will be submitted to the Chief Executive Officer for consideration.

To Be Considered

Highly qualified candidates are invited to submit a statement of interest, a comprehensive resume detailing their knowledge, skills, and abilities relevant to this position and current salary information. Submission should include **ALL** of the following:

1. Candidate's ability to meet the requirements as stated in the Qualifying Education and Experience and Desirable Qualifications sections of this recruitment announcement.
2. For organizations and programs managed, the name of each employer, job title, size of organization's budget, number and composition of personnel supervised, scope of management responsibilities, functions managed, dates of employment, and current salary
3. Names of schools, colleges and universities attended, dates attended, degrees earned, and field(s) of study. Please enclose verification of degree(s), licenses and certificates together with the resume.

Materials received by March 17, 2016, will be given first consideration.

Electronic submittals are strongly preferred and should be submitted to:

CEOExecRecruitment2@ceo.lacounty.gov

**Please indicate the position title of
Assistant Chief Executive Officer (UC) Asset Management
in the subject line of your e-mail**

Hardcopy submittals by mail or hand delivery should be addressed to:

Stacey M. Winters
County of Los Angeles Chief Executive Office
500 West Temple Street, Room 785
Los Angeles, CA 90012

You may also fax your application to:
Stacey M. Winters at (213) 613-0744

Confidential inquiries welcomed to :
Stacey M. Winters
Email: swinters@ceo.lacounty.gov
Telephone (213) 974-2617



The County of Los Angeles is accepting resumes for

ASSISTANT CHIEF EXECUTIVE OFFICER ASSET MANAGEMENT (UNCLASSIFIED)



Open from March 4, 2016, until filled
Annual salary: \$180,485 – \$273,178

The County of Los Angeles

With a population of over 10 million people, the County of Los Angeles (County) has more residents than any county in the nation, and within its boundaries are 88 cities. It is rich in cultural diversity and home to world renowned museums, theaters, the nation's motion picture industry, major universities, and numerous five-star restaurants.

The County is governed by a five-member Board of Supervisors (Board) who are elected on a nonpartisan basis and serve four-year staggered terms. As the governing body, the Board serves as both the executive and legislative authority of the largest and most complex county government in the United States. There are 34 appointed department heads that report to the Board. There are also three elected officials (Assessor, District Attorney, and Sheriff) for a total of 37 major administrative units or departments that currently serve the needs of the County's residents.

The County's annual budget for fiscal year 2015-16 is over \$27 billion, with funding for approximately 108,000 positions to serve its diverse population.

The Chief Executive Office

The Chief Executive Office (CEO) is responsible for a wide range of activities, including managing and directing budget and operations, employee relations, compensation, asset management, strategic integration, legislative affairs and intergovernmental relations, risk management, strategic planning and countywide communications. In addition to the countywide budget, the CEO oversees a departmental budget in excess of \$120 million, with 463 budgeted positions.

The Opportunity

This unclassified position reports to the Chief Executive Officer/Chief Operating Officer. The position is distinguished by its executive and administrative responsibility for managing the County's Asset Management Branch which includes the County's capital construction program, real estate leasing and acquisition, real property master planning, and sustainability and maintenance of facilities for use in County operations and in support of the Board of Supervisors' policy priorities and initiatives.

Examples of Key Duties

- Oversees the management of technical and administrative staff preparing and implementing the County's strategic asset management plan.
- Oversees the preparation and implementation of the County's annual capital improvements plan and budget.
- Oversees the County's integrated master planning program that reflects the Board's priority of cross departmental collaboration and strategic priorities such as family and child welfare, homelessness, and health care.
- Oversees the County's sustainability efforts through adoption of best practices for maintenance and life-cycle management of real property and appropriate investments in energy efficiency and environmental initiatives.
- Produces analysis and recommends to the CEO and the Board of Supervisors the highest and best use and reuse of County assets in support of County missions and to generate revenue, support County economic development policy and Board goals and directives.
- Oversees the analysis, coordination, and monitoring of expenditures by County departments, special districts, and funds dedicated to real property management.
- Maintains and administers Countywide capital improvement and real property budgetary policies and procedures.
- Directs strategic planning and performance measurement systems related to real property and asset management.
- Maintains relationships with elected officials, agencies, departments and other public and private agencies to develop constructive and cooperative working relationships.
- Oversees the preparation of special studies, correspondence and reports as directed by the CEO and the Board of Supervisors.
- Provides expert advice on capital projects, leases, acquisition, sustainability, and life cycle asset management consistent with the CEO's leadership role.

Compensation and Benefits

Compensation: \$180,485 – \$273,178 annually. Starting salary will be dependent on qualifications, salary history, and career accomplishments. This position is subject to the provisions of the County's Management Appraisal and Performance Plan (MAPP), and is compensated at MAPP Range 19.

Benefits: The County of Los Angeles provides an excellent benefits package that allows employees to choose benefits that meet their specific needs. The package includes:

- **Retirement Plan** – The successful candidate will participate in a contributory defined benefit plan. The Los Angeles County Employees Retirement Association (LACERA) has reciprocal agreements with several public retirement systems in California.
- Upon retirement, the successful candidate may participate in a retiree healthcare benefits program. A new County employee hired after June 30, 2014, will be eligible to participate in the Los Angeles County Retiree Healthcare Benefits Program: Tier 2. Details on the Tier 2 program will be provided upon request.
- **Cafeteria Benefit Plan** – Benefits may be purchased from the MegaFlex Cafeteria Benefit Plan using a tax-free County contribution of an additional 14.5% to 17% of the employee's monthly salary.
- **Non-Elective Days** – 10 paid days per year with the option to buy an additional one to 20 elective annual leave days.
- **Flexible Spending Accounts** – Employees may contribute up to \$200 per month tax-free to a Health Care Spending Account and \$400 per month tax-free to a Dependent Care Spending Account. The County contributes \$75 per month to the Dependent Care Spending Account.
- **Savings Plan (401k)** – Optional tax-deferred income plan that may include a County matching contribution up to 4% of employee's salary.
- **Deferred Compensation Plan (457)** – Optional tax-deferred income plan that may include a County matching contribution up to 4% of employee's salary.
- **Holidays** – 11 paid days per year.

SOCIAL SECURITY ACT OF 2004 Section 419(c) of Public Law 108-203, the Social Security Protection Act of 2004, requires State and local government employers to disclose the effect of the Windfall Elimination Provision and the Government Pension Offset Provision to employees hired on or after January 1, 2005, in jobs not covered by Social Security. The County of Los Angeles does not participate in the Social Security System. All newly hired County of Los Angeles employees must sign a statement (Form SSA-1945) prior to the start of employment indicating that they are aware of a possible reduction in their future Social Security benefit entitlement. For more information on Social Security and about each provision, you may visit the website at www.socialsecurity.gov, or call toll free (800) 772-1213.

Persons who are deaf or hard of hearing may call the TTY number (800) 325-0778 or contact a local Social Security office.

VOLUNTARY STATE AND FEDERAL INFORMATION Pursuant to State and federal requirements, we are requesting that you voluntarily provide the following information: (1) your race/ethnicity and (2) your gender. This information should be on a separate piece of paper (without your name) attached to your resume. This page will be removed from your resume when it is received, kept confidential, and utilized solely for required statistical purposes.

This announcement may be downloaded from the COUNTY OF LOS ANGELES website at:

<http://hr.lacounty.gov>.

